

Division of State Architect-Advisory
Board and All Committees-Status of
Motions and Follow-Up Items -
Active, Inactive, On Hold Items Only
November 30, 2004

<i>Item#</i>	<i>Topic/ Description</i>	<i>Meeting</i>	<i>Next AB</i>	<i>To DSA</i>	<i>Staff Report</i>
	<i>M = Motion</i>	<i>Date</i>	<i>Meeting</i>	<i>Staff</i>	<i>Back to AB</i>
	<i>F = Follow-Up Item</i>				

01 - DSA Advisory Board

01.01.02	F	Membership Expirations Advisory Board member terms currently expire 9/05. Acting State Architect still considering how terms will be addressed.	10/7/2004	1/18/2005	
		<i>Status:</i> Active	<i>Responsible Party:</i> Richard/Mary Ann		
		<i>Comments:</i> This was an agenda item at the P&P Committee meeting on 12/14/04. Will go to the P&P Committee and Advisory Board once addressed by Acting State Architect. 1/3/05 - Lowell to present options at 1/18/05 meeting.			
01.01.03	F	Operational Guidelines Develop operational guidelines. Further definition of committee guidelines. Resolve committee status whether ongoing or ad hoc in nature (need clarification of these two roles).	10/7/2004	1/18/2005	
		<i>Status:</i> On Hold	<i>Responsible Party:</i> Elena/Mary Ann		
		<i>Comments:</i> 12/14/04-Committee opted to review current P&P changes before considering the development of additional guidelines.			
01.01.04	F	Stakeholder Survey Develop a Stakeholder survey to receive input – need more info.	10/7/2004	1/18/2005	
		<i>Status:</i> Active	<i>Responsible Party:</i> Susan/Mary Ann		
		<i>Comments:</i> Research historical stakeholder surveys. Place on 1-18-05 AB agenda. 1-3-05 Last comprehensive stakeholder survey completed in 2002.			
01.01.05	F	DSA Organizational Charts Distribute DSA organizational charts.	10/7/2004	1/18/2005	
		<i>Status:</i> Active	<i>Responsible Party:</i> Susan/Mary Ann		
		<i>Comments:</i> Susan to e-mail DSA organizational charts--to 1st level supervisor. Mary Ann will develop Stakeholder's functional chart and distribute at 1-18-05 AB meeting.			

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01.01.06	F DSA Academy Committee Determine need and whether committee should be reestablished.	10/7/2004	1/18/2005		
	<i>Status:</i> On Hold <i>Responsible Party:</i> Mary Ann/Richard				
	<i>Comments:</i> State Architect's level of interest, potential agenda items, DSA rep (CEA III?). Per Richard, on hold until CEA III is hired.				
01.01.07	F Update Reports Request for update reports at AB meetings on an ongoing basis: 1) EIPB, 2) PEC, 3) Super Partnering Forum, 4) Legislation impacting DSA.	10/7/2004	1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Susan/Mary Ann				
	<i>Comments:</i> Ongoing items for AB agendas. Verify representatives are attending to provide updates for each AB meeting.				
01.01.08	F Community Colleges Policy Committee A decision was made to either initiate a Community Colleges Policy Committee or add it is a component or task group of the EIPB Committee.	10/7/2004	1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Susan/Mary Ann				
	<i>Comments:</i> AB 1-18-05 agenda item for vote. Richard recommends a separate committee. 12-14-04 P&P Committee recommends working w/new representative and assessing future need for a separate committee over a period of time.				
01.01.09	F CASH and CSBA Conferences—Ad Hoc Committee Formation Lowell gained consensus to form an ad hoc committee by proxy for the Calif School Board Association (CSBA) conference in December and the CASH conference in February. JoAnn was nominated as chair.	10/8/2004	1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Elena/Mary Ann/Lowell				
	<i>Comments:</i> DSA Partnering Workshop. Mary Ann to follow up. Committee formed and topic selected (Beyond 1st Cost--How You Produce Excellence). Invitations have gone out to proposed presenters. 1-3-05 - DSA will reimburse travel costs for AB members who participate in				
01.01.10	F Draft AB P&P Document Changes Draft P&P document changes reviewed at the 12/14/04 P&P Committee meeting and additional changes suggested.	10/8/2004	1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Elena/Mary Ann				
	<i>Comments:</i> This was a agenda item at the P&P Committee meeting on 12/14/04. Latest revised P&P document goes to 1/18/05 DSAAB meeting.				

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01.01.11	F DSA AB Web Page	10/8/2004	1/18/2005		
	The AB, by general consensus, approved the format and content of the web page. It will be completed and sent out to all members to verify accuracy of names, etc.				
	<i>Status:</i> Active <i>Responsible Party:</i> Dan/Mary Ann				
	<i>Comments:</i> Upon completion, initiate 5-day review by AB before posting. 12-15-04 e-mailed link to members for review and comment by 12-30-04.				
01.01.16	M Approval of UDC Committee Minutes	10/8/2004			
	Motion by Pete Peterson, 2nd by Ken Paul. Approved with the exception of two issues where recommendation on proposed code was not accepted by DSA.				
	<i>Status:</i> Active <i>Responsible Party:</i> Susan/Mary Ann				
	<i>Comments:</i> Final minutes to identify two outstanding issues.				
01.01.17	M UDC Membership Requirement	10/8/2004	1/18/2005		
	Motion by John Scott that would require UDC members to either be a representative of an organization/group or that member elects would find a group that will sponsor them. 2nd by Stephanie Gonos.				
	<i>Status:</i> Active <i>Responsible Party:</i> Elena/Mary Ann				
	<i>Comments:</i> Discuss at the next P&P Committee meeting.				
01.01.19	M Approval of Suspension of Water Heater Bracing Acceptance Program	10/8/2004	1/18/2005		
	Motion by John Scott, 2nd by Jim Ward. 1. Suspend further review and acceptance of earthquake bracing systems for residential water heaters, effective December 31, 2004. 2. Create a web page for the Water Heater Bracing Systems (effective January 1, 2004) containing the instructions document (required by law) and list of accepted manufacturers and/or products as of December 31, 2004. 3. Modify Web page (effective January 1, 2006) to include only generic installation instructions and link to the Health and Safety Code provisions.				
	<i>Status:</i> Active <i>Responsible Party:</i> Susan/Mary Ann/Richard				
	<i>Comments:</i> To follow up. Report 1/18/04 on implementation status (original item is 02.01.13).				
01.01.20	F DSA Strategic Plan Follow-up to Presentation	10/8/2004	4/1/2005		
	Steve committed to asking each Regional Office to work with the AB on issues they develop through key goal areas. Teams will decide which issues to address, set up project plans and bring them to the next AB meeting (e.g. field inspection).				
	<i>Status:</i> Active <i>Responsible Party:</i> Susan/Mary Ann				
	<i>Comments:</i> AB agenda item. DSA S.P. teams being formed. Postponed to April 2005. Discuss with Richard in February '05.				

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01.01.21	F Building Standards Committee Meeting Request To discuss the R.I.P., NFPA and several other topics.	10/8/2004	1/18/2005		
	<i>Status:</i> Active	<i>Responsible Party:</i> Elena/Chip			
	<i>Comments:</i> BSC agenda items for 12/2/04. Contact committee chairs for "other topics." 1-3-05 Meeting postponed. Will reschedule at 1/18/05 meeting.				
01.01.22	F Tours and Other Interactive AB Activities Lowell requested the AB consider construction/facilities tours, meetings on location, presenter's at meeting and other interactive events for future AB meetings.	10/8/2004	1/18/2005		
	<i>Status:</i> Active	<i>Responsible Party:</i> Susan/Mary Ann			
	<i>Comments:</i> Staff will follow up. AB January agenda follow-up item. Richard will speak to Lowell.				
01.01.24	F Community Colleges Rep Advisory Board membership seeks a Community Colleges representative.	10/8/2004	1/18/2005		
	<i>Status:</i> Active	<i>Responsible Party:</i> Richard/Lowell			
	<i>Comments:</i> 1/18/05 agenda item. 11-04 representative selected.				

02 - Building Standards Committee

02.01.02	F Stakeholder Review Process The next step in the stakeholder review process will be for DSA staff to draft a proposed process for the committee's review and endorsement at the next BSC meeting.	4/21/2004	1/18/2005		
	<i>Status:</i> Active	<i>Responsible Party:</i> Elena/Chip			
	<i>Comments:</i> Draft proposed process has yet to be developed.				
02.01.06	F 2004 Code Supplement Regarding the 2004 Code Supplement, DSA must have its proposal ready for submittal to the Building Standards Commission by August 2, 2004, with the proposed provisions finalized internally within DSA by mid-June.	4/21/2004	1/18/2005		
	<i>Status:</i> Active	<i>Responsible Party:</i> Elena/Chip			
	<i>Comments:</i> DSA should issue 2004 Code Supplement to BSC for review and discussion at next BSC meeting.				
02.01.07	F Code Updates Chip Smith invited the Advisory Board's assistance in terms of recommendations or suggestions for code updates, providing a forum for stakeholder input to proposals, and providing a recommendation to the State Architect. He welcomed comments from the committee.	4/21/2004	1/18/2005		
	<i>Status:</i> Active	<i>Responsible Party:</i> Elena/Chip			
	<i>Comments:</i> Not yet done.				

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02.01.08	F DSA Proposed 2004 Code Supplement Staff anticipates having DSA's proposed 2004 Code Supplement document developed prior to June 1; and it was recommended that a public meeting be held prior to July 2004, if possible. <i>Status:</i> Active <i>Responsible Party:</i> Elena/Chip <i>Comments:</i> See item 02.01.07.	4/21/2004	1/18/2005		
02.01.09	F Glu Lam Beams Safety Concerns Mr. Ross proposed that he and Mr. Dyson meet with DSA Regional Managers to develop a proposal that would satisfy safety concerns regarding glu lams that would potentially reduce fiscal impacts and remain cost effective. <i>Status:</i> Active <i>Responsible Party:</i> Elena/Chip <i>Comments:</i> Ongoing.	4/21/2004	1/18/2005		
02.01.11	F Plumbing Code Amendments Mr. Smith noted that the Plumbing Code package includes continuation of certain peculiar amendments the committee may wish to review and encouraged committee members to review and comment on the proposed language. <i>Status:</i> Active <i>Responsible Party:</i> Chip Smith <i>Comments:</i> See item 02.01.07. Follow up with Chip.	4/21/2004	1/18/2005		
02.01.12	F Plumbing/Mechanical Codes Mr. Shih encouraged committee members to submit their comments on the Plumbing and Mechanical codes to DSA as soon as possible. <i>Status:</i> Active <i>Responsible Party:</i> Elena/Chip <i>Comments:</i> Agenda 12-2-05 BSC meeting.	4/21/2004	1/18/2005		
02.01.13	F Earthquake Bracing Systems for Water Heaters It was suggested that the committee consider adding to its next meeting agenda a discussion regarding the appropriateness of DSA's role in manufactured earthquake bracing systems for residential water heaters. <i>Status:</i> Active <i>Responsible Party:</i> Elena/Richard <i>Comments:</i> To DSAAB 10/8/04. Verify the approved motions are followed through and placed on Web page.	4/21/2004	1/18/2005		
02.01.16	F Waterless Urinal Fixtures Regarding the issue of waterless urinal fixtures, Mr. Bate suggested soliciting input from the Department of Health Services. <i>Status:</i> Active <i>Responsible Party:</i> Susan/Chip <i>Comments:</i> Ongoing. Need to identify outcome of input solicited and report back to AB.	4/21/2004	1/18/2005		

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04 - Excellence in Public Buildings Committee

04.01.01	F	Meeting Facilitator for Excellence in Public Schools Project Secure a meeting facilitator to conduct a one- to two-day work session to define the scope of the Excellence in Public Schools project, components, product(s), next steps, etc., and possibly conduct the session in conjunction with the 10/7-8 quarterly board meeting. The committee determined the first target audience should be school board members.	8/31/2004	1/18/2005	
		<i>Status:</i> Active <i>Responsible Party:</i> Elena Tarailo			
		<i>Comments:</i> To be discussed at 11/5/04 EIPB meeting. Workshop may be conducted in conjunction with CASH or similar conference.			
04.01.02	F	CEFPI Planning Manual Mr. Dunston offered to provide a copy of CEFPI's newly revised planning manual to the committee at its next meeting.	8/31/2004	1/18/2005	11/5/2004
		<i>Status:</i> Active <i>Responsible Party:</i> Elena/Dennis Dunston			
		<i>Comments:</i> Follow up w/Dennis to provide manual at 11-5-04 EIPB meeting.			
04.01.03	F	Consensus Regarding Excellence Mr. Castellanos encouraged the committee to work with CASH, CASBO, CSBA, AIA, school districts, and other groups to develop a broad-based consensus regarding excellence. He recommended creating a living document, posting it on-line, soliciting feedback, and sharing information and experience about best practices. He supported the concept of evidence-based decision-making.	8/31/2004		11/5/2004
		<i>Status:</i> Active <i>Responsible Party:</i> Elena/Richard			
		<i>Comments:</i> In progress.			
04.01.05	F	Post Meeting Comments Meeting participants were encouraged to send any additional comments following the meeting to Ms. Koplin.	8/31/2004		
		<i>Status:</i> Active <i>Responsible Party:</i> Elena/Joann			
		<i>Comments:</i> Soliciting comments. Ongoing.			
04.02.01	F	Williams Case Implementation Committee Obtain an update on where OPSC is in their response.	11/5/2004	1/18/2005	11/15/2004
		<i>Status:</i> Active <i>Responsible Party:</i> Elena/Richard			
		<i>Comments:</i> Set up meeting w/OPSC, Lori Morgan and CDE. Consider as a CASH conference workshop issue.			

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04.02.02	F EISB Resource Guide Project Meld existing framework/outline into principles of excellence identified at meeting. Mock up Web page. <i>Status:</i> Active <i>Responsible Party:</i> John&Janet/Mary Ann <i>Comments:</i> 1) Modify existing table of contents to include identified principles of excellence. Obtain additional input on principles. 2) Mock up Web page with material already developed. 3) Assess need for contracted services. 4) Present to committee	11/5/2004	1/18/2005	11/12/2004	
04.02.03	F Request for e-mail list of Participants involved in Process <i>Status:</i> Active <i>Responsible Party:</i> Elena/Dan <i>Comments:</i> Develop an e-mail distribution list for the committee that includes all members and anybody who has attended committee meetings since June 2004. Forward distribution list to Charles and Jo Ann.	11/5/2004	1/18/2005	11/15/2004	
04.02.04	F Letter of Invitation from State Architect Develop a form letter to invite participants to assist with the development of this project. <i>Status:</i> Active <i>Responsible Party:</i> Elena/Mary Ann <i>Comments:</i> According to Kathi Littmann, there are many entities willing to assist. This invite will initially be used to invite LAUSD to participate and assist with the articles to be published. This is a follow-up to a request from Mark DeMan, LAUSD who volunteered to assist.	11/5/2004	1/18/2005	11/15/2004	
04.02.05	F Look into participation and potential presentations at related conferences CASBO, CSBA, etc. <i>Status:</i> Active <i>Responsible Party:</i> Elena/Mary Ann <i>Comments:</i> Research CASBO and CSBA conference dates and conference/workshops topics. Provide registration information and assess potential for attendance.	11/5/2004	1/18/2005	11/15/2004	

05 - Inspector Committee

05.01.06	F Project Inspector Exam Process Draft (Recommendation 1, draft document): Dennis Shallenberger recommended that DSA review and clarify exam acceptance criteria in the document. <i>Status:</i> Active <i>Responsible Party:</i> Elena/Ronna Taylor <i>Comments:</i> Comment noted.	8/12/2004	1/18/2005		
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05.01.07	F Project Inspector Exam Process Draft (Recommendation 2): a. Have a panel interview qualified applicants for oral interviews; b. Develop a pool of architects willing to serve on interview panels or require letters of recommendation letters from architects; c. Consider composing engineer, school district, and inspector panels. <i>Status:</i> Active <i>Responsible Party:</i> Elena/Ronna Taylor <i>Comments:</i> Comment noted.	8/12/2004	1/18/2005		
05.01.08	F Project Inspector Exam Process Draft (Recommendation 3): Art Ross supported the concept of allowing field engineers to veto candidates. <i>Status:</i> Active <i>Responsible Party:</i> Elena/Ronna Taylor <i>Comments:</i> Comment noted.	8/12/2004	1/18/2005		
05.01.09	F Proposed Disciplinary Process Mr. Shallenberger recommended that committee members review the materials provided by Mr. Enzler regarding the proposed disciplinary process for Inspectors and Construction Supervisors I in order to discuss them at the next meeting. <i>Status:</i> Active <i>Responsible Party:</i> Elena/Jeff Enzler <i>Comments:</i>	8/12/2004	1/18/2005		
05.01.10	F Proposed Disciplinary Process Regarding the disciplinary process, Mr. Ward recommended defining the infractions in greater detail. Mr. Hall suggested the list of infractions be cited as examples rather than absolutes. He also proposed that the progressive disciplinary steps should be "spelled out." <i>Status:</i> Active <i>Responsible Party:</i> Elena/Jeff Enzler <i>Comments:</i> IC agenda item. Comment noted.	8/12/2004	1/18/2005		
05.01.11	F Proposed Disciplinary Process Mr. Shallenberger asked the committee to review the unabridged version of the draft disciplinary process and discuss it at the next meeting. <i>Status:</i> Active <i>Responsible Party:</i> Elena/Jeff Enzler <i>Comments:</i> IC agenda item.	8/12/2004	1/18/2005		
05.01.12	F Construction Supervisor I Qualifications Mr. Enzler offered to provide committee members with a copy of the qualifications for the Construction Supervisor I position and Mr. Shallenberger suggested reviewing and discussing the qualifications at the next meeting. <i>Status:</i> Active <i>Responsible Party:</i> Elena/Jeff Enzler <i>Comments:</i> IC agenda item.	8/12/2004	1/18/2005		

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05.01.13	F Multi-Disciplinary Approach Mr. Shallenberger proposed that the committee revisit the multi-disciplinary approach for Field Oversight at the next meeting. <i>Status:</i> Active <i>Responsible Party:</i> Elena/JeffENZler <i>Comments:</i> IC agenda item.	8/12/2004	1/18/2005		
05.01.14	F LEA Program Mr. Hall proposed using the numbered list on page 2 which summarizes the current LEA process as examples of problems, clarifying that there may be other reasons for suspensions. Mr. Hall suggested changing "for the following reasons" to "reasons such as." <i>Status:</i> Active <i>Responsible Party:</i> Elena/Eric France <i>Comments:</i> Comments noted. Will ask Eric France about current status.	8/12/2004	1/18/2005		
05.01.15	F LEA Program Mr. Shallenberger recommended defining progressive steps in discipline for the LEA program, noting minor infractions might warrant a letter, more serious problems might require a letter of reprimand, and flagrant abuses would be reasons for suspension. Mr. Hall suggested changing the first sentence to indicate a range of discipline "up to and including suspension." <i>Status:</i> Active <i>Responsible Party:</i> Elena/Eric France <i>Comments:</i> Comments noted. Will ask Eric about current status.	8/12/2004	1/18/2005		
05.01.17	F Interpretive Regulations Mr. Shallenberger advocated publishing the IR's on the DSA website. <i>Status:</i> Active <i>Responsible Party:</i> Elena/Mary Ann <i>Comments:</i> Comments noted. Speak to Dennis to inquire of any IR's not posted on Web. Access IR's are all posted.	8/12/2004	1/18/2005		
05.01.18	F Interpretive Regulations It was discussed that DSA needs an IR to clarify nuclear testing or maximum density testing criteria. <i>Status:</i> Active <i>Responsible Party:</i> Elena/Dennis <i>Comments:</i> Comments noted. Need response from DSA management.	8/12/2004	1/18/2005		
05.01.19	F Interpretive Regulations-IR A-8 Discussion on IR A-8 was deferred to the next meeting to allow time for committee members to review the document. <i>Status:</i> Active <i>Responsible Party:</i> Elena/Mary Ann <i>Comments:</i> Agenda item at next meeting.	8/12/2004	1/18/2005		

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06 - Policies and Procedures Committee

06.01.01	F	UDC 3/19/04 Motion Revision	12/14/2004	1/18/2005	
		The Policies & Procedures Committee will recommend that the Advisory Board revise its prior (March 19, 2004) motion allowing 14 members in the UDC down to 13 members during the June 18, 2004 meeting of the Advisory Board.			
		<i>Status:</i> Active	<i>Responsible Party:</i>	Elena/Mary Ann	
		<i>Comments:</i>	To be discussed at the 1/18/05 DSAAB meeting. Draft P&P document tentatively revised to reflect 13 members.		
06.01.04	F	Waterless Urinal Appeal	12/14/2004	1/18/2005	
		<i>Status:</i> Active	<i>Responsible Party:</i>	Lowell/Tom/Richard	
		<i>Comments:</i>	1. Lowell to ask Tom Shih to develop records of what worked/ what didn't in last appeal process; 2. Committee Chair and Board Chair to debrief process with State Architect, next steps, and what's been learned from the appeal process; 3. Richard Conrad agreed to pull process from DSA website after waterless urinal appeal.		
06.01.12	F	Policies & Procedures Document - Latest Revision	12/14/2004	1/18/2005	
		DSA staff will provide the latest revised version of the Policies and Procedures document in to the next Board meeting packet.			
		<i>Status:</i> Active	<i>Responsible Party:</i>	Elena/Mary Ann	
		<i>Comments:</i>	Will provide modified language at 12-14-04 meeting. See detailed modifications in items 06.01.12a-06.01.12y.		
06.01.12g	F	Policies & Procedures Document - Latest Revision	12/14/2004	1/18/2005	
		Include some of the items listing the duties of the Executive Director for informational purposes; delete lines 9-16, page 10 of draft P&P document.			
		<i>Status:</i> Active	<i>Responsible Party:</i>	Elena/Mary Ann	
		<i>Comments:</i>	Will provide modified language at upcoming meeting.		
06.01.12k.aF		Policies & Procedures Document - Latest Revision	12/14/2004	1/18/2005	
		Consider additional appointment of a charter school representative as an ex officio member to the DSA Advisory Board.			
		<i>Status:</i> On Hold	<i>Responsible Party:</i>	Elena/Mary Ann	
		<i>Comments:</i>	Appointment tabled for if/when Acting State Architect wants to pursue.		

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06.01.12k.bF	Policies & Procedures Document - Latest Revision Consider additional appointment of a charter school representative as an ex officio member to the DSA Advisory Board. <i>Status:</i> Active <i>Responsible Party:</i> Elena/Mary Ann <i>Comments:</i> Add contact to DSAAB email list. Kerry to supply contact information.	12/14/2004	1/18/2005		
06.01.12l F	Policies & Procedures Document - Latest Revision The committee deferred their consideration of the proposed revisions to the Advisory Board's current appeals procedures at this time. <i>Status:</i> On Hold <i>Responsible Party:</i> Elena/Mary Ann <i>Comments:</i> Review of Procedures	12/14/2004	1/18/2005		
06.01.12m F	Policies & Procedures Document - Latest Revision Number of UDC members (13) and quorum for UDC (one more than 1/2 of the voting members, which must include at least 2 board members) included in draft of P&P document. <i>Status:</i> Active <i>Responsible Party:</i> Elena/Mary Ann <i>Comments:</i>	12/14/2004	1/18/2005		
06.01.12q F	Policies & Procedures Document - Latest Revision Revise the Policies and Procedures so the document refers to and aligns with Title 24, Part 1, with updated information regarding Board composition. <i>Status:</i> Active <i>Responsible Party:</i> Mary Ann <i>Comments:</i> a. Draft P&P document revised to add Community College representative. b. DSA to develop appropriate wording for regulation change to include additional (Community College) member in next code change process.	12/14/2004	1/18/2005		
06.01.12s F	Policies & Procedures Document - Latest Revision On page 3, lines 15-16 of the 5/19/04 P&P committee minutes, 3 standing committees are listed: UDC, P&P, and BSC. <i>Status:</i> Active <i>Responsible Party:</i> Elena/Mary Ann <i>Comments:</i> To be discussed at the 1/18/05 DSAAB meeting: "Is the BSC a standing committee?"	12/14/2004	1/18/2005		
06.01.12t F	Policies & Procedures Document - Latest Revision Delete lines 6-8 <i>Status:</i> Active <i>Responsible Party:</i> Elena/Mary Ann <i>Comments:</i>	12/14/2004	1/18/2005		

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06.01.12u	F Policies & Procedures Document - Latest Revision Delete Steve Castellanos notation, left margin.	12/14/2004	1/18/2005		
	<i>Status:</i> Active	<i>Responsible Party:</i>	Elena/Mary Ann		
	<i>Comments:</i>				
06.01.12v	F Policies & Procedures Document - Latest Revision Delete "Committee Discussion" entry, left margin.	12/14/2004	1/18/2005		
	<i>Status:</i> Active	<i>Responsible Party:</i>	Elena/Mary Ann		
	<i>Comments:</i>				
06.01.12w	F Policies & Procedures Document - Latest Revision Delete "redundant," left margin.	12/14/2004	1/18/2005		
	<i>Status:</i> Active	<i>Responsible Party:</i>	Elena/Mary Ann		
	<i>Comments:</i>				
06.01.12x	F Policies & Procedures Document - Latest Revision Delete lines 9-16, "The Executive Director shall direct staff in...."	12/14/2004	1/18/2005		
	<i>Status:</i> Active	<i>Responsible Party:</i>	Elena/Mary Ann		
	<i>Comments:</i>				
06.01.12y	F Policies & Procedures Document - Latest Revision Delete 2nd sentence, lines 12-13.	12/14/2004	1/18/2005		
	<i>Status:</i> Active	<i>Responsible Party:</i>	Elena/Mary Ann		
	<i>Comments:</i>				
06.02.01	F Community Colleges Policy Committee Discuss possible new committee: "Community Colleges Policy Committee."	12/14/2004	1/18/2005		
	<i>Status:</i> Active	<i>Responsible Party:</i>	Mary Ann/Richard		
	<i>Comments:</i>	Mary Ann to meet with Richard and bring before the P&P at the next committee meeting: membership makeup; number of members; charge of committee (general parameters and purpose, committee may opt to fine tune).			

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	<i>M = Motion</i>				
	<i>F = Follow-Up Item</i>				
06.02.02	F New Community College Member Add Dave Menche to DSAAB member roster. Management to provide new member with applicable information documents.	12/14/2004	1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Susan/Mary Ann/Richard				
	<i>Comments:</i> Richard and Lowell will meet with Community College member to provide orientation information; Susan will set up.				
06.02.03	F Reactivation of DSA Academy Committee	12/14/2004	1/18/2005		
	<i>Status:</i> On Hold <i>Responsible Party:</i>				
	<i>Comments:</i> On Hold until Chief of Codes & Standards Branch is brought on board.				

07 - Safety & Emergency Response Committee

07.01.01a	F DSA Emergency Response Plan Oversee development of DSA's SEMS plan and staff training.	7/27/2004	1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Elena Tarailo/Dan Levernier				
	<i>Comments:</i> Responsibility transferred to Dan Levernier on 10/8/04. OES rep to update S&ERC at the 12/1/04 meeting. (OES rep to teleconference in during this portion of the				
07.01.01b	F DSA Emergency Response Plan Provide titles (positions) for the Emergency Operation Center (EOC) staff.		1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Elena Tarailo/Dan Levernier				
	<i>Comments:</i> Provide to OES by May 31, 2005 or sooner, if possible.				
07.01.01c	F DSA Emergency Response Plan Create a location and contact numbers for messages sent to an emergency operations center.		1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Elena Tarailo/Mary Ann Aguayo				
	<i>Comments:</i> Obtain details on task and follow up.				
07.01.01d	F DSA Emergency Response Plan Purchase, compile, and store response kit supplies (colored placards) for response teams. This includes purchasing numerous maps of the state showing school sites and linking to a school site geographic database.		1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Elena/Mary Ann/Dan Levernier				
	<i>Comments:</i> Obtain details on task and follow up.				

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	<i>M = Motion</i>				
	<i>F = Follow-Up Item</i>				
07.01.01e	F DSA Emergency Response Plan Obtain up-to-date contact phone numbers and cell numbers for key staff.		1/18/2005		
	<i>Status:</i> Active	<i>Responsible Party:</i>	Elena/Mary Ann/Dan Levernier		
	<i>Comments:</i> Obtain details on task and follow up.				
07.01.01f	F DSA Emergency Response Plan Verify accuracy of authorities cited which give DSA authority to initiate the plan, post buildings, send teams, etc.		1/18/2005		
	<i>Status:</i> Active	<i>Responsible Party:</i>	Elena Tarailo/Mary Ann Aguayo		
	<i>Comments:</i> Obtain details on task and follow up.				
07.01.01h	F DSA Emergency Response Plan Establish the Standardized Emergency Management Systems (SEMS) link to OES, train all staff in SEMS.		1/18/2005		
	<i>Status:</i> Active	<i>Responsible Party:</i>	Elena Tarailo/Mary Ann Aguayo		
	<i>Comments:</i> Comments noted. Two Interagency Agreements with OES secured. (See all 07.01.01 entries.)				
07.01.01i	F DSA Emergency Response Plan Obtain ID badges.		1/18/2005		
	<i>Status:</i> Active	<i>Responsible Party:</i>	Elena Tarailo/Mary Ann Aguayo		
	<i>Comments:</i> Obtain details on task and follow up.				
07.01.01j	F DSA Emergency Response Plan Conduct plan familiarity training and structural assessment training (modified ATC) just for DSA staff.		1/18/2005		
	<i>Status:</i> Active	<i>Responsible Party:</i>	Elena/Mary Ann/Dan Levernier		
	<i>Comments:</i> Management to determine if training will be scheduled and conducted concurrent with or following plan development and approval process.				
07.01.01k	F DSA Emergency Response Plan The committee noted the importance of collaborating with local emergency responders re: communication systems and SEMS.	7/27/2004	1/18/2005		
	<i>Status:</i> Active	<i>Responsible Party:</i>	Elena Tarailo/Dan Levernier		
	<i>Comments:</i> Comments noted. To be considered in SEMS plan development.				

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	<i>F = Follow-Up Item</i>				
07.01.01l F	DSA Emergency Response Plan Will DSA staff have telephone cards?	12/1/2004	1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Elena Tarailo/Dan Levernier				
	<i>Comments:</i> Tony Ferrara, OES, to inform committee.				
07.01.01m F	DSA Emergency Plan Although it addresses the 3 federally required areas, the draft document appears to reflect only 3 of 4 areas of vulnerability specific to DSA.	12/1/2004	1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Elena/Dan Levernier/Art				
	<i>Comments:</i> Art to discuss with Dan Levernier. Gale suggested additional information regarding DSA could be provided in an annex to the plan.				
07.01.01n F	DSA Emergency Plan Next Steps: DSA to provide additional information.	12/1/2004	1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Elena Tarailo/Dan Levernier				
	<i>Comments:</i> OES provided DSA with "purple tabbed" pages and pages printed in red noting information voids. Additional annexes could include frequently changing information, information specific to DSA, etc.				
07.01.03 F	Schools Preparedness/ Data Collection The committee noted the importance of working with CDE re: schools preparedness and data collection of post-disaster building damage.	7/27/2004	1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Elena Tarailo/Dan Levernier				
	<i>Comments:</i> Comments noted.				
07.01.05 F	Local Building Official Add a local building official to the committee.	7/27/2004	1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Elena Tarailo/Gate Bate				
	<i>Comments:</i> Gale Bate asked Tom Shih to join committee. Elena Tarailo to follow up with Tom.				
07.01.06 F	Emergency Portable Building Criteria Request for DSA to study emergency portable building criteria.	7/27/2004	1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Elena Tarailo/Mary Ann Aguayo				
	<i>Comments:</i> Comments noted. DSA to provide update to committee at upcoming meeting when staff is prepared to discuss..				

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	<i>F = Follow-Up Item</i>				
07.01.07	F LAUSD Staff Invitation Request to invite LAUSD staff responsible for school district facilities to the SERC meetings. <i>Status:</i> Active <i>Responsible Party:</i> Elena Tarailo/Joann Koplin <i>Comments:</i> Jo Ann invited reps to 7/27 meeting. Robert Kamm to teleconference in during the 12/1 S&ERC meeting.	7/27/2004	1/18/2005		
07.01.10	F Local Emergency Responders Helpful for DSA to coordinate with local emergency responders. Committee suggested DSA staff to attend meetings of police and fire chief associations. <i>Status:</i> On Hold <i>Responsible Party:</i> Elena Tarailo/Mary Ann Aguayo <i>Comments:</i> To Richard Conrad for direction. To be considered when DSA has a permanent Fire/Life/Safety staff member.	7/27/2004			
07.01.11	F LAUSD Emergency Plan Review LAUSD emergency plan when available. <i>Status:</i> On Hold <i>Responsible Party:</i> Elena Tarailo/Mary Ann Aguayo <i>Comments:</i> Work with LAUSD when report is completed, possibly May or June 2005. Distribute to committee for review and comment.	7/27/2004			
07.01.12	F Building Tagging/ Shake Maps Recommended gathering more information on the building tagging process and discussed using shake maps to identify priorities following a disaster. <i>Status:</i> Active <i>Responsible Party:</i> Elena Tarailo/Mary Ann Aguayo <i>Comments:</i> Per Mary Ann, Richard said DSA will consider. (Also see 07.01.21.)	7/27/2004	1/18/2005		
07.01.13	F OES and Police/ Fire Associations Invite representatives from OES and police and fire associations to upcoming committee meeting. <i>Status:</i> Active <i>Responsible Party:</i> Elena Tarailo/Mary Ann Aguayo <i>Comments:</i> Elena to work with Ken Hall regarding extending invitations for Spring 2005 meeting.	7/27/2004	1/18/2005		
07.01.16	F OES Disaster Resistant California Conference Committee encouraged to attend OES Disaster Resistant California Conference (DRC) in Sacramento next spring; discussed coordinating the Spring S&ERC meeting to align with the conference. <i>Status:</i> Active <i>Responsible Party:</i> Elena Tarailo/Jo Ann Koplin <i>Comments:</i> Comments noted. The 2005 conference will be held May 15-18, 2005 at the Sacramento Hyatt Regency hotel.	7/27/2004			

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	<i>F = Follow-Up Item</i>				
07.01.17	F Alameda County Team Invite three person team from Alameda County to the S&ERC meeting in Sacramento.	7/27/2004	1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Elena Tarailo/Jo Ann Koplin				
	<i>Comments:</i> To be invited to Spring 2005 committee meeting. Meeting will be held in conjunction with the DRC conference, May 2005 (see 07.01.16).				
07.01.20	F Emergency Supply Bin Criteria (Future task): Committee to develop criteria to guide school districts re: choosing appropriate locations for emergency supply bins.	7/27/2004	1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Elena Tarailo/Jo Ann Koplin				
	<i>Comments:</i> Future item; staff to work with chair. Review/update Emergency Plan checklists, etc., contained in OES documents, "School Emergency Response Using SEMS at Districts and Sites" and "Schools as Post-Disaster Shelters." Tony to provide copies of documents.				
07.01.21	F Tagging Process (Future task): Invite OES representative to attend future committee meeting re: tagging process.	7/27/2004	1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Elena Tarailo/Jo Ann Koplin				
	<i>Comments:</i> Future agenda item; staff to work with chair. (Also see 07.01.12.)				
07.01.22	F Interagency Response Process (Future task): It would be helpful to educate school districts re: services available to them from agencies such as DSA. Provide flow chart to familiarize them re: interagency response	7/27/2004	1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Elena Tarailo/Jo Ann Koplin				
	<i>Comments:</i> Staff to research availability of existing material.				
07.02.01	F Schools As Shelters Schools as shelters; priority for post-disaster inspection.	12/1/2004	1/18/2005		
	<i>Status:</i> On Hold <i>Responsible Party:</i> Elena Tarailo/Dan Levernier				
	<i>Comments:</i> Committee opted not to address at this time, revisit at a later date. Consider proximity to other hazards (i.e., power transmission lines, etc.). Consider providing criteria to school districts and local building departments, or inform that information is on the web if/when developed.				
07.02.02	F Building Assessment Criteria Consider developing pre and post event criteria.	12/1/2004	1/18/2005		
	<i>Status:</i> On Hold <i>Responsible Party:</i> Elena Tarailo/Dan Levernier				
	<i>Comments:</i> DSA staffing level insufficient at this time. If developed, post on DSA and CDE web sites.				

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	<i>M = Motion</i>				
	<i>F= Follow-Up Item</i>				
07.02.03	F OES and ORC Mailing Lists Committee requested OES and ORC mailing lists regarding public schools.	12/1/2004	1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Elena Tarailo/Tony				
	<i>Comments:</i> Tony, OES, to check with OES IT, Planning & Operations Branch, and Executive Office. Will provide feedback.				
07.02.05	M Safety Plans of School Districts Motion passed for DSA to initiate an official letter from DSA to OES regarding school district safety plans and integration of safety plans of local municipalities.	12/1/2004	1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Mary Ann/Richard				
	<i>Comments:</i> Comment noted. Motion to be forwarded to the full board at the next quarterly meeting, 1/18/05. Acting State Architect to determine next steps following AB				
07.02.06	M Literature Search, State and Federal Documents Regarding Sheltering Mandates Identify pertinent state and federal documents regarding sheltering mandates.	12/1/2004	1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Mary Ann/Richard				
	<i>Comments:</i> Comment noted. Motion to be forwarded to the full board at the next quarterly meeting, 1/18/05. Acting State Architect to determine next steps following AB				
07.02.07	M Seismic Safety for California Schools Report (for Private and Chartered Schools) Seismic Safety Commission (SSC) to release final report.	12/1/2004	1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Elena Tarailo/Mary Ann Aguayo				
	<i>Comments:</i> Henry Reyes will provide to staff when final document is released. Staff will distribute report to Advisory Board and Regional Managers.				
07.02.08	M Invite DGS Emergency Response Coordinator to Next Meeting Staff asked to contact John Ashbee.	12/1/2004	1/18/2005		
	<i>Status:</i> Active <i>Responsible Party:</i> Elena Tarailo/Dan Levernier				
	<i>Comments:</i> John Ashbee invited. He plans to attend the 1/19/05 S&ERC meeting in Sacramento.				

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	<i>M = Motion</i>				
	<i>F= Follow-Up Item</i>				

08 - Universal Design Committee

08.01.19	M	2004 Code Adoption Cycle-Express Terms and Statement of Reasons- Substantive Changes Motion #19: Mr. Skaff made a motion, seconded by Mr. Margen, to accept the proposed change (to Section 220-S, definition of Stairway). Motion tied, 3-3-1 (Mr. Scott abstaining).	6/14/2004	1/18/2005	
		<i>Status:</i> On Hold <i>Responsible Party:</i> Susan Georgis/Aaron Noble			
		<i>Comments:</i> Pending-Stockpiled Rulemaking for 2005 or 2006. Possible rulemaking consideration (Committee recommendation).			
08.01.20	M	2004 Code Adoption Cycle-Express Terms and Statement of Reasons- Substantive Changes Motion #20: Mr. Skaff made a motion, seconded by Mr. Nicol, to continue using the "path of travel" language and reject the proposed change (to Section 1107A.4-D "Detectable Warning"). The motion failed, 2-3-2 (Mr. Lawrence and Mr. Scott abstaining).	6/14/2004	1/18/2005	
		<i>Status:</i> On Hold <i>Responsible Party:</i> Susan Georgis/Aaron Noble			
		<i>Comments:</i> Pending-Stockpiled Rulemaking for 2005 or 2006. Possible rulemaking consideration (Committee recommendation).			
08.01.21	M	2004 Code Adoption Cycle-Express Terms and Statement of Reasons- Substantive Changes Motion #21: Mr. Skaff made a motion, seconded by Mr. Lawrence, to send the proposed change to Section 1104B.6.3 back to DSA for further review and clarification. The motion was carried unanimously.	6/14/2004	1/18/2005	
		<i>Status:</i> On Hold <i>Responsible Party:</i> Susan Georgis/Aaron Noble			
		<i>Comments:</i> Possible rulemaking consideration (Committee recommendation).			
08.01.23	M	2004 Code Adoption Cycle-Express Terms and Statement of Reasons- Substantive Changes Motion #23: A motion was made and seconded to send this section (Section 1115B.2.1.3.3) back to DSA for revisions. The motion was carried unanimously.	6/14/2004	1/18/2005	
		<i>Status:</i> On Hold <i>Responsible Party:</i> Susan Georgis/Aaron Noble			
		<i>Comments:</i> Possible rulemaking consideration (Committee recommendation).			
08.01.42	M	2004 Code Adoption Cycle-Express Terms and Statement of Reasons-Curb Ramps and Detectable Warnings Motion #42: Mr. Skaff made a motion, seconded by Mr. Margen, to send this provision (regarding Section 11129B.2) back to DSA to be modified to meet the existing ADAAG. The motion passed, 4-5.	6/15/2004	1/18/2005	
		<i>Status:</i> On Hold <i>Responsible Party:</i> Susan Georgis/Aaron Noble			
		<i>Comments:</i> Pending. Rulemaking for 2005/2006. Refer to Motion 43.			

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	<i>M = Motion</i>				
	<i>F= Follow-Up Item</i>				
08.01.51	M Proposed New DSA Policies-04-04-Travel Distance to Accessible Sanitary Facilities Motion #51: Mr. Guisasola made a motion, seconded by Ms. Toji, to approve Policy 04-04 as proposed. After some discussion, the committee decided to send this policy back to DSA. <i>Status:</i> Active <i>Responsible Party:</i> Susan Georgis/Aaron Noble <i>Comments:</i> Back to DSA, no action.	6/15/2004	1/18/2005		
08.02.03	M 2004 Code Adoption Cycle Follow-up and Motion #3: Mr. _____ made a motion, seconded by Mr. _____ 1133B.7.13 this is to be sent back to DSA for non-submittal and substantive changes both. This UDC does not want to correct the 2.5%. The intent is to re-affirm original intent. Do changes per ADAAG or Withdraw. The motion was carried unanimously. Mr. Scott will report at the DSAAB meeting. <i>Status:</i> Active <i>Responsible Party:</i> Susan Georgis/Aaron Noble <i>Comments:</i> State Architect reviewed and considered but failed. Corrected to 2.5%.	9/28/2004	1/18/2005		
08.02.04	F 2004 Code Adoption Cycle UDC follow-up comments on 1129B, if ADAAG scoping would preclude accessible space, the CA language needs to be consistent. <i>Status:</i> Active <i>Responsible Party:</i> Susan Georgis/Aaron Noble <i>Comments:</i> No action. January agenda item.	9/28/2004	1/18/2005		
08.02.05	M Reconsideration of proposed new policy remaining from June, 2004 UDC meeting. IR 04-04 TRAVEL DISTANCE TO SANITARY FACILITIES Motion #4: Mr. Skaff made a motion, seconded by Mr. Lawrence to send back to the Division of the State Architect. The UDC is to send Aaron Noble some suggested language. Note: The key to this IR is "on area served." The motion was carried unanimously. <i>Status:</i> Active <i>Responsible Party:</i> Susan Georgis/Aaron Noble <i>Comments:</i> No action. Pulled to look at a later date.	9/28/2004	1/18/2005		
08.02.06	M Amend 94-05 ACCESSIBILITY AT EXIT-ONLY DOORS Motion #5: Mr. Skaff made a motion, seconded by Mr. Lawrence to send back to the Division of the State Architect with the following amendments: In the Resolution change the 3rd word 'buildings' to say 'construction'. In the 2nd sentence after the words 'and egressible' add the words 'in the direction of egress'. Ayes were all in favor. Mr. Peterson abstained. <i>Status:</i> Active <i>Responsible Party:</i> Susan Georgis/Aaron Noble <i>Comments:</i> No action. January agenda item.	9/28/2004	1/18/2005		

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	<i>M = Motion</i>				
	<i>F= Follow-Up Item</i>				
08.02.07	M Amend 94-10 RESURFACING, REPAIRING AND ALTERATIONS OF PARKING LOTS Motion #6: Mr. Scott made a motion, seconded by Mr. Skaff to send back to the Division of the State Architect with the following amendments: In the Resolution, in the 1st sentence (9th word) change the word 'repairing' to read 're-striping'. After the last line add the following words after shall be applicable: 'for resurfacing, re-striping or alterations of parking lots.' Ayes were all in favor. <i>Status:</i> Active <i>Responsible Party:</i> Susan Georgis/Aaron Noble <i>Comments:</i> No action. January agenda item.	9/28/2004	1/18/2005		
08.02.08	M Amend 94-22 RECONSTRUCTION AFTER FIRE DAMAGE Motion #7: Mr. ____ made a motion, seconded by Mr. ____ to send back to the DSA with the following amendments: In the Resolution, 2nd paragraph, 2nd line, after the words 'and additional insurance', delete the word 'insurance' and add the words 'project funding'. After 'may be necessary' add the words 'to complete' and delete 'for full coverage of.' Last line should read: 'Also, school district officials should be aware that insurance policies generally cover only fire damage areas and additional project funding may be necessary to complete all required work.' Vote: 7 - Yes and 3 - No. <i>Status:</i> Active <i>Responsible Party:</i> Susan Georgis/Aaron Noble <i>Comments:</i> No action. January agenda item.	9/28/2004	1/18/2005		
08.02.09	M Amend 95-01ALTERATION PROJECTS - \$25,000 AND UNDER Follow-up and Motion #8: Mr. Peterson made a motion, seconded by Mr. Nicol --The UDC lost a quorum, no further action was taken at this point only UDC discussion. It was discussed that this should go back to DSA to be re-written as an active statement. <i>Status:</i> Active <i>Responsible Party:</i> Susan Georgis/Aaron Noble <i>Comments:</i> Suggested amending the Resolution, 1st line as follows: after the words 'compliance is' delete the word 'not', delete the last two words 'and under' and add the words 'or greater' after \$25,000. Aaron Noble suggested that the original be revisited. Mr. Peterson stated that he was not sure if he has ever gotten an approval letter as stated in the 2nd paragraph of the Issue. It was suggested that the 2nd paragraph of the Issue be deleted. No action. January agenda item.	9/28/2004	1/18/2005		
08.02.11	F Selection of New Committee Member OUD has 3-applications - future positions are being represented by organizational representation and should be on the next OUD agenda, possibly by Jan 2005. <i>Status:</i> Active <i>Responsible Party:</i> Susan/Mary Ann <i>Comments:</i> Follow up with State Architect before January meeting. No action. January agenda item.	9/28/2004	1/18/2005		
08.02.13	F Proposed Code Changes for 2005 OUD requests that DSA staff place new code changes in the proper format and submit to the UDC for review for the January 2005 meeting. <i>Status:</i> Active <i>Responsible Party:</i> Susan/Linda Huber <i>Comments:</i> Work plan for 05 rulemaking is in progress. No action taken. January agenda item.	9/28/2004	1/18/2005		

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	<i>F= Follow-Up Item</i>					
08.02.16	F	Publications Pertaining to Play Area and Door Standards UDC inquired about publications pertaining to play area and door standards and asked if DSA would pay for such documents. DSA staff to follow up on cost of publications.	9/28/2004	1/18/2005		
	<i>Status:</i> Active		<i>Responsible Party:</i>			
	<i>Comments:</i>		The six publications range from \$24-\$53. A list of publications and their costs will be provided at January UDC meeting.			

09 - CASH Ad Hoc Committee

09.01.01	F	Panel Discussion on Excellence	12/7/2004	1/18/2005
<p>Panel discussion on excellence introduced by the Excellence Committee's developed definition of Excellence followed by presentations by discipline (i.e., architect, contractor, school district reps, facility planning, maintenance/operation staff, administration, school board reps, etc) presenting their vision/perspective of excellence and how it applies to their projects. Have the panel discussion facilitated by the Acting State Architect.</p>				
		<i>Status:</i> Active	<i>Responsible Party:</i> Elena/Mary Ann	
		<i>Comments:</i> Workshop to be conducted during the annual CASH conference, March 3, 2005 from 10:15-11:15 a.m. at the Sacramento Convention Center.		